

Millen Woods School Council

September 18, 2024 Meeting Minutes

Welcome & Introductions: Ashley

- Meeting called to order at 6:35
- Motion to approve agenda – Sarah N & Kristen
- Motion to approve June 2024 minutes – Sarah N & Kristen
- Introductions were completed
- Overview of Council & Mission Statement: School council is behind events & enrichment activities at the school. We fundraise to supplement the Board budget for the school such as playgrounds, technology, sporting equipment, guest speakers, home reading and learning resources, and social and family activities are all paid for by the Council. Council is responsible for fundraising activities to support these enrichment initiatives, and also in providing advisory input into decisions that Karen has to make for the school.

Admin Report: Karen

- Thanks to volunteers at Meet the Community night, and a special shoutout to Sarah N & Kristen for organizing the food trucks.
- Strong start has been delayed due to the revision of materials for equity
- Book Fair happened on Sept 10-11 – thanks to Ashley, Mrs. Devereaux and all of the parent volunteers – we sold over \$5000 (a bit less than last year). We will get a credit in Scholastic dollars for our fundraising efforts.
- Terry Fox Run – goal is \$2400 – we're already at \$1800 – haven't yet decided what the principal challenge is but I'll rise to it!
- Smooth start so far all round!
- Very soon the board is determining if there will need to be a reorganization across schools. I'll let the council know and then communicate with families. The reorganization is based on Ministry caps on class sizes.
- PALS (Playground Activity Leaders) has started – Mr. Philip, Mrs. Webber and Mrs. Murphy train Playground activity leaders and they teach students a new game for primaries and juniors every Friday. A great leadership opportunity for junior students.
- Indoor soccer intramurals – Mr. Philip and Mrs. Webber are running
- Soccer refs – World Cup and soccer skills with pylons in the morning, reffed games in the afternoon – Mr. Michielsen, new to our school, is an experienced soccer ref and has trained students and is monitoring
- We have lots of junior helpers for lunch helping as well as grade 6 helpers for office helping and safety patrol
- Safety patrol training took place Sept 16 and we're awaiting vests to be able to help students cross the street. School Day to be sent about the patrollers.

Finance Report & Presentation of 2024-2025 Budget: Ashley

- \$52,700 available in Council funds between our WEFI fundraising account held with the Board and our council bank account
- A large portion of this is earmarked for the playground replacement. We will request the Board to release our WEFI funds to pay for the playground when the time comes.
- 2024/25 Budget was presented by Ashley, see report attached.

- Some budget allocations are planned to carry over (reserve fund) such as the athletic equipment (replacement of things such as volleyball poles) and playground structure (Gaga ball pit) since these items are higher cost but don't need to be replaced every year.
- The projected surplus is \$750 for 2024-2025

Action item: Karen to add discussion of the new math long-range plan to the October agenda

Formation of 2024-2025 Council: Ashley

- Overview of council positions was given:
 - o Co-chairs (2 individuals): Ashley is willing to stay on as co-chair, and Dan is willing to continue if no one else wants to but is happy to step aside this year. Co-chairs are the main liaison between Karen and the Council. Responsibilities include discussing the agenda, vision for school year, chair the meetings every month, and keeping a pulse on subcommittees.
 - o Treasurer: keeps track of finance report, works with Ann Moore to put together and present on a monthly basis
 - o Secretary: takes minutes and distributes following the meetings to the co-chairs
 - o Communications Officer: communication of events to parents & community, writing School Day posts, and posting to social media sites. We are hoping to revamp the school council website with minutes and information in the coming year
 - o Voting members: regular attendance is encouraged (approx. 75% of meetings), responsibilities are to vote on motions, spending, and decisions made by council. Quorum is required for any vote posed to council, so 50% +1 of the voting members must be in attendance at the meeting in order to be able to vote on a motion, this is why we ask for approximately 75% attendance so that we can ensure we have quorum for all votes.
 - o Non-voting members: Everyone is welcome to come to any meeting at any time without being a voting member, and be part of the discussions, give input, volunteer with events, and be a part of council 😊
- Attendance form was circulated
- Council members were determined as follows:
 - o Co-chairs: Ashley Feeney & Emily Wyss
 - o Treasurer: Raj Pancha
 - o Co-secretary: Erin Evans & Steph Honour
 - o Co-communication officers: Sarah Nickel & Rachel Sarchielli
 - o Technology officer : Jake Billo
 - o Volunteer coordinator : Colleen Araya
- Voting and non-voting members were determined

Kindie Playground Update: Karen/Ashley

- Last year our community raised a lot of money for the playground and Council went through the process of getting quotes from board-approved vendors, selecting a design and sharing that design to our community, however we unfortunately did not follow all of the Board's procedures. We understand the disappointment from all of our stakeholders. Special thanks to all of you on Council who helped with the process, design, communication and fundraising. There was an issue with our bid process last spring which requires the Request for Proposals (RFP) process to be re-launched. An RFP is a request for

vendors to provide solutions for the delivery of a service. This is to ensure that the process aligns with Provincial and WRDSB procurement rules and practices. We will be re-issuing a formal RFP later this fall. Under the RFP process, a committee at the board level will use objective criteria to rate the designs and make a decision based on the school's criteria. We are hoping for installation as early as Spring 2025.

- Council raised a question about whether there is the ability to do painting on the tarmac in the mean time (similar to LBP's playground)? The cost for tarmac painting comes out of council budget so we are hoping to save our money for the playground installation. The mud kitchen was donated from Huron Heights and is enjoyed by all of our students.
- The key message is that unfortunately the process has been delayed, but we are dedicated to the playground and it will happen, it just has to follow the board process.
- The Pirate Ship structure is going to be inspected and may need to be taken down. We could consider replacing it with a gaga ball pit for an estimated cost of \$2500. If the board says it's not usable, they remove it free of charge.

Action item: Dan to remove the playground video from youtube and the social posts

Meet the Community/Book Fair Update: Subcommittee

- Taco truck sold out
- No other updates to note
- Mega Cone provided their donation, we are awaiting Fo' Cheezy and El Milagro's donations

Action item: Consider pushing to October agenda to discuss any feedback to be incorporated next year

PRO Grant: Ashley

- Parents Reaching Out Grant – funds parent involvement with students. In the past, we have done STEM activities, guest speakers on internet safety, etc.
- The board provides some funding for it but we need to come up with ideas ahead of time for the application

Action item: Add brainstorming ideas to the October agenda

Snack & Lunch Program: Ashley

- ESNS to start in October
- Apples: we ask for donations from families for bags of apples for kids that finish their lunches and want something extra
- Some children have restrictions on apples – parents should contact the office to discuss if this situation applies to them
- Program was successful last year and will continue this year

Fundraising Calendar & Spirit Wear: Ashley

- Potential fall fundraiser idea – spirit wear (sweatshirts or t-shirts branded with MW logo). We will need to purchase from a board-approved vendor. For equity considerations, can consider adding an option for parents to contribute a few extra dollars towards a child who can't afford spirit wear
- Also potential for a read-a-thon again like we did last year

- Planned timing is end of October, early November
- Week of Giving will happen early December – these items and funds are donated to our community
- Clothing drive was always organized by Jana Papke during October – we collect gently used coats, snowpants and boots and distribute to schools in need within our community. Jana's son has graduated from the school so we will need a new volunteer – Steph has volunteered to take it on this year.
- Council to think of any ideas that the school community may like and appreciate for fundraisers and bring to the next meeting

Action item: Karen to find out what the procurement process looks like for getting spirit wear, and add to the October agenda

Action item: See if Dan has feedback from the last time we did spirit wear – how much did it bring in, was there parent and family interest in it, do kids want to wear it

Action item: Council to think about fundraising ideas for the next meeting

Action item: Ashley will send an e-introduction to Steph and Jana for the clothing drive

Action item: Ashley will set up a virtual link closer to the next meeting

The meeting was adjourned at 8:03.

Next meeting: October 9th at 6:30 in person and with virtual link

MILLEN WOODS SCHOOL COUNCIL
ATTENDANCE SHEET FOR September 18, 2024

#	Name	Position	Email	Initial for Attendance
1.	Karen Grant-O'Grady	Principal	karen_grantograde@wrdsb.ca	KGO
2.	Ashley Feeney	Co-Chair	ashleylfeeney@gmail.com	AF
3.	Emily Lutz	Co-Chair	emilywyss@gmail.com	EL
4.	Erin Evans	Co-Secretary	erinnfranklin@gmail.com	EE
5.	Steph Honour	Co-Secretary	stephaniemhonour@gmail.com	SH
6.	Raj Pancha	Treasurer	Rajathepan@hotmail.com	RP
7.	Sarah Nickel	Co-Communications Officer	nickelsarahm@gmail.com	SN
8.	Rachel Sarchielli	Co-Communications Officer	sarchrachel@gmail.com	RS
9.	Jake Billo	Technology Officer	jake@billo.ca	JB
10.	Colleen Araya	Volunteer Coordinator	colleenmw@hotmail.com	Regrets
11.	Dan Collens	Voting	dan.collens@gmail.com	Regrets
12.	Pradeep Chandran	Voting	pradeep24s@gmail.com	PC
13.	Kristen Smith	Voting	kj_martin@hotmail.com	KS
14.	Daniella Cross-Henderson	Voting	daniellacross@gmail.com	Regrets
15.	Julia Klein	Voting	julia.kleinhb@gmail.com	Regrets
16.	Maryam Elsabagh	Voting	maryam_rashad@hotmail.com	ME
17.	Nicolas Mellet	Voting	nicolas.mellet@net.com	NM
18.	Sandra Ribes	Voting	mrs.s.ribes@gmail.com	SR
19.	Sarah Boss	Non-Voting	Slouboss@gmail.com	Regrets
20.	Hamed Hashemi	Non-Voting	s.h.hashemi65@gmail.com	HH
21.	Michael Da Silva		michaeljdasilva@gmail.com	
22.	Meaghan McGloin		meaghan.mcgloin@gmail.com	
23.				
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25.				
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Millen Woods Public School
School Council
Monthly Report 2023/24

	September	October	November	December	January	February	March	April	May	June	July	August	YTD totals	Budget 2023/2024
Opening Balance School Council Account	19,731.19	20,013.19	19,570.38	20,303.93	18,333.91	20,139.53	20,355.49	22,532.96	23,021.74	25,523.55	27,516.84	26,974.56	26,974.56	
Opening Balance WEFI Account	15,494.14	15,494.14	15,494.14	15,494.14	18,010.70	18,010.70	18,445.70	22,398.21	22,398.21	25,926.39	28,214.08	25,760.64	25,760.64	
Fundraising Activities (Revenue)														
WEFI Donations				2,516.56		435.00			3528.18	2287.69			8,767.43	0.00
ESNS (Lunches - Tuesday, Thursday, 1 Friday a month)					1,736.70		1266.80		1419.30				4,422.80	5,500.00
Mabel's Labels (ongoing)					68.92					60.56			129.48	100.00
TruEarth (ongoing)													0.00	100.00
Plantables (ongoing)													0.00	100.00
Factory Shoes (ongoing)										820.00			820.00	300.00
Meet the Community (Sept)	282.00												282.00	200.00
Read-a-thon (Oct)													0.00	650.00
Winter Wonderland (January)						759.00							759.00	0.00
Dance-a-thon (March)							5054.51						5,054.51	7,000.00
Movie Night (April)									495.00				495.00	300.00
MacMillans										639.00			639.00	1,000.00
Popcorn Sales			733.55	2,072.62		1397.00	250.00	250.00	1587.00	380.00	84.00		6,754.17	0.00
Ice Cream Sandwich Sales								238.78	911.00	72.00	22.00		1,243.78	0.00
HST Rebates													0.00	0.00
Dominos Family Pizza Night										389.51			389.51	450.00
Fundraising Activities total (School Account)	282.00	0.00	733.55	2,072.62	1,805.62	2,156.00	2,618.80	488.78	4,412.30	2,361.07	106.00	0.00	17,036.74	
Fundraising Activities total (WEFI)	0.00	0.00	0.00	2,516.56	0.00	435.00	3,952.51	0.00	3,528.18	2,287.69	0.00	0.00	12,719.94	
Fundraising Total (both accounts)	\$282.00	\$0.00	\$733.55	\$4,589.18	\$1,805.62	\$2,591.00	\$6,571.31	\$488.78	\$7,940.48	\$4,648.76	\$106.00	\$0.00	\$29,756.68	15,700.00
Expenses														
General Administration		75.03		129.68		\$81.62					60.95		347.28	100.00
Home & Classroom reading											2453.44		2,453.44	2,000.00
Grade 6 Graduation													0.00	150.00
Playground bins (13 classes x \$75)									720.94				720.94	975.00
Musical Instruments Reserve													0.00	0.00
Extracurricular Clubs													0.00	500.00
Playground Maintenance				223.87									223.87	500.00
Technology Renewal (projectors, doc cameras, mics)				1,215.70									1,215.70	2,000.00
Donation to another School													0.00	0.00
Enrichment - School Trips/Transportation									407.61		203.81		611.42	2,600.00
Enrichment - School Events or Resources				300.00									300.00	2,000.00
Dance-a-thon				474.63		\$598.05							1,072.68	500.00
Area Track Meet Bussing													0.00	400.00
Popcorn Purchase		367.78		882.66		\$596.55	441.33		686.51	367.78			3,342.61	250.00
Student Subsidies													0.00	100.00
Athletics Requests													0.00	500.00
Grounds Maintenance (plants, mulch, garden supplies)													0.00	500.00
Winter Wonderland				816.10		\$663.82							1,479.92	1,200.00
Ice Cream Social											158.04		158.04	0.00
Ice Cream Sandwiches									95.43		225.48		320.91	0.00
Playground Replacement Fund													0.00	1,000.00
Expenses total	0.00	442.81	0.00	4,042.64	0.00	1,940.04	441.33	0.00	1,910.49	367.78	3,101.72	0.00	12,246.81	15,275.00
Ending Balance School Council Account	20,013.19	19,570.38	20,303.93	18,333.91	20,139.53	20,355.49	22,532.96	23,021.74	25,523.55	27,516.84	26,974.56	26,974.56	26,974.56	
Ending Balance WEFI Account	15,494.14	15,494.14	15,494.14	18,010.70	18,010.70	18,445.70	22,398.21	22,398.21	25,926.39	28,214.08	25,760.64	25,760.64	25,760.64	
Total Balance	\$35,507.33	\$35,064.52	\$35,798.07	\$36,344.61	\$38,150.23	\$38,801.19	\$44,931.17	\$45,419.95	\$51,449.94	\$55,730.92	\$52,735.20	\$52,735.20	\$52,735.20	425.00

2024/2025 Approved Budget

A.	School Council Starting Balance	26,974.56	
	WEFI Starting Balance	25,760.64	
	Further revenues: ESNS	1,800.00	
	Kindergarten Playspace, various expenses based		
	Further expenses: on budget allocations	51,727.67	
	Estimated Fundraising total	2,807.53	
	Fundraising activities (estimate)		
	ESNS Lunches	ongoing	5,500.00
	Friday Popcorn Sales	ongoing	6,400.00
	Ice Cream Sandwich	ongoing	0.00
	Mabel's Labels	ongoing	100.00
	Factory Shoe	ongoing	300.00
	Meet the Community	Sept. 11	200.00
	Fall Fundraiser	Oct. - TBD	1,000.00
	Winter Wonderland	Jan. 14	200.00
	Winter Fundraiser	Mar. - TBD	5,000.00
	Movie Night	May. 1	0.00
	Year-End Social & Spring Fundrai:	Jun. 11	500.00
B.	Estimated Fundraising total	19,200.00	
	Expenses (estimate)		
	General Administration		500.00
	Home & Classroom reading		1,500.00
	Grade 6 Celebration		200.00
	Playground bins		500.00
	Musical Instruments or Piano Tuning		200.00
	Extracurricular Clubs		0.00
	Playground maintenance		0.00
	Donation to another school		0.00
	Enrichment - School Trips/Transportation		2,500.00
	Enrichment - School events, resources, tech. (Dream Box liden		5,000.00
	Dance-a-thon		1,000.00
	Area Track Meet Bussing		500.00
	Friday Popcorn Purchase		2,500.00
	Student subsidies		100.00
	Athletics requests		500.00
	Grounds Maintenance (mud hill mulch & garden clean up)		750.00
	Winter Wonderland		1,200.00
	Playground Improvement		1,500.00
C.	Estimated Expenses Total	18,450.00	
A+B-C	School Council Projected Surplus	3,557.53	

Draft budget approved unanimously by Council on June 12, 2024